



Connect Arlington Virtual Forum

Date: Thursday, July 30, 2020
Time: 7:00 PM – 8:30 PM
Location: Conducted via Remote Participation

To register for this Zoom event:

<https://zoom.us/meeting/register/tJllcumpqDMiHNeXWM3IRPKvVD3ZutZiDy6G>

Meeting ID: 968 5016 8863

After registering, you will receive a confirmation email containing information about joining the meeting.

The community is invited to share their questions in advance of the forum via email to : damstutz@town.arlington.ma.us. Please submit questions before 8 am on July 30.

Additional documents for the forum will be posted to the calendar notice on the Town's website at:

<https://www.arlingtonma.gov/Home/Components/Calendar/Event/24113/6122?backlist=%2ftown-governance%2fall-boards-and-committees%2fsustainable-transportation-advisory-committee>.

Notice to the Public on meeting privacy

In the interests of preventing abuse of videoconferencing technology (i.e. Zoom Bombing) all participants, including members of the public, wishing to engage via the Zoom App must register for each meeting and will notice multi-step authentication protocols. Please allow additional time to join the meeting. Further, members of the public who wish to participate without providing their name may still do so by telephone at (646) 876-9923 using the meeting ID provided above.

Agenda

1. Welcome and Introduction to the Forum. [5-10 minutes]

Town Manager Adam Chapdelaine will welcome all to the forum; Jenny Raitt will note the agenda, that there will be multiple opportunities for questions and answer, and go over the Zoom Meeting guidelines. Overview of the Zoom Meeting guidelines will include:

- *Meeting recording and posting after the forum*

- *Procedures if the meeting is Zoom bombed*
- *Brief Zoom overview, including muting and unmuting, and stay on mute unless speaking*

Also note members of the Sustainable Transportation Plan Advisory Committee that are in attendance, and other key staff from DPCD or the Town. Staff will also go over remote meeting ground rules and how to participate in the meeting and when there will be time for questions.

2. Presentation. [10-15 minutes maximum]

Town staff [Daniel Amstutz] will make the presentation.

- a. Sustainable Transportation Plan Goals and Timeline.
- b. Highlights of Existing Conditions and Transportation Fact Book.
- c. Results of Transportation Survey.

3. Open Question and Answer about Presentation. [10-15 minutes]

Questions answered by Town staff, Jenny Raitt or Daniel Amstutz. Have staff also monitor questions from people on the phone, which they may need to ask during the event. Monitor who is raising hands and have someone assigned to call on them and unmute them. Ensure enough leftover time for breakout groups.

4. Breakout Groups (each group led by a facilitator). [15-20 minutes]

Brief explanation about the breakout groups and how they will work. Give attendees the option to leave now if they aren't interested in this portion of the forum. People will be randomly assigned to breakout groups – staff will ensure STPAC facilitators are assigned to each group. Facilitators will moderate groups and try to hear from as many people in the group as possible. If there will be more than 8 people per breakout group (including facilitators), an alternative is to do a poll and have a conversation with the entire attendee list on the breakout questions. See the facilitator guide handout for more information. Facilitators from the STPAC include Rachael Stark, Len Diggins, Phil Goff, and Heather Barber.

- a. The breakout groups will discuss questions about the goals of the transportation system, the results of the survey, and if anything is missing.

Facilitators will be provided a template to record summary of discussions in each small group and to prepare for report out. Each breakout group will have a note-taker who will fill out the template if possible to allow the facilitators to focus on managing the group.

5. Report out from Breakout groups. [10-15 minutes]

The note-takers from the group will report out what they heard from the breakout groups in a few minutes per group. Facilitators and participants can also chime in if anything important was missed.

6. Open Question and Answer. [10-15 minutes]

Provide an opportunity for attendees to ask about the report-outs from the breakout groups and any other questions related to Connect Arlington.

7. Closing and next steps. [5 minutes]

Close with thanking all the attendees, STPAC members and facilitators, and Town staff. Note the Fact Book will be released soon, and the next phase of the project getting into the vision for the transportation system and strategies and benchmarks for progress. Note that residents can submit further comments about the breakout questions over the following week (through Google Form). Next engagement opportunities to be mobile workshops in the fall if possible, potentially another forum.

Attachments:

- 1) Governor Charles Baker's 3/12/2020 Executive Order Suspending Certain Provisions of the Open Meeting Law.